



# CITY OF ATLANTA

## Job Announcement

### RECORDS ANALYST

**STARTING SALARY: \$32,669**

**Salary Grade: 14**

**Applications Accepted From: September 19, 2005 until September 23, 2005**

#### **Minimum Job Requirements**

Associate's degree in Business/Public Administration or related field; and three years of records management or archiving experience; or have an equivalent combination of education, training and experience.

#### **Duties of the Job:**

This employee conducts in-depth records management analysis of department operations and functions; develops a record retention and disposition instructions for files of the City government; serves as liaison between city government and the State Department of Archives and History; interprets federal, state, city laws, rules and regulations; performs general clerical and administrative functions; conducts training; prepares reports; and processes associated paperwork.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

---

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

---

THE EXAMINATION FOR THIS JOB WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

09/19/2005

314021